

Committee Details *Approved 11/4/20; 1/10/23*

This document outlines the proposed GVAS Committees. We have combined several for now since we do not have enough volunteers to be on committee. We will need to identify ways we can recruit for board and committee volunteers. One thought is to write up some “talk tracks” that we can use when interacting with the public. Other ideas are welcome.

Finance /Budget / Fundraising Committee

General Function

The treasurer chairs the Finance Committee, which is responsible for preparing an annual budget for the chapter, based on Executive Committee guidelines and suggestions.

Summary of Duties

- Assist the treasurer in preparing an annual budget for the chapter.
- Assist the treasurer in preparation of annual reports.
- Identify the auditor for the annual audit.
- Presents the audit to the Board.
- Review the system of accounts to be sure it is meeting the needs of the chapter.
- Presents GVAS finance status at board meetings.
- Strive for transparency, externally and internally.
- Set financial policies, checking signing, budgetary discretion, etc.
- *Fundraising position* will be part of this committee until there are enough members to have a separate Fundraising committee of its own.
Current efforts are Annual Appeal and ROC the Day.

Governance Committee

General Function

The Governance committee provides direction to the GVAS board through the GVAS Constitution and Bylaws.

Summary of Duties

- Reviews and updates the GVAS Constitution and Bylaws annually or as needed for presentation to the board for final approval. *Timing of annual presentation to board TBD*
- The Governance committee shall be appointed from the current executive board members by the President of the organization. This committee will start to recruit candidates for the Board in Oct. They will present a slate of candidates to the executive board by March 1 of the following year. A short biography of all candidates shall be included with this presentation. Ballots are to be distributed to the members by April 10, and returned to the secretary by May 31. Election results will be announced June 15.
- SECTION 2: Winning candidates are those individuals who have received a plurality of the votes cast.
- Arrange annual dinner and other social events for the Board.

Publicity / Marketing Committee

General Function

This committee will manage and maintain processes for all forms of publicity including the newsletter, website, social media, newspapers, radio, television, etc.

Summary of Duties

- Coordinate communication of our programs, field trips, events, etc. to the public through various media options. Information must be provided to the Publicity chair in plenty of time for the communication to be effective. This committee should also manage the email distribution of the meadowlark for those who Opt Out of a mailed copy.
- *See Publicity Chair, Webmaster and Publications positions for more details.*

Membership / Volunteer Committee

General Function

This committee combines two similar topic committees until we have enough volunteers to break into separate committees. This committee will coordinate and maintain both member and volunteer records.

Duties

- Identify process to work with the membership list provided by National
- Develop a volunteer list with pertinent information including skills, events they have volunteered for, contact information, etc.
- *See Membership Chair, and Volunteer Coordinator positions for more details.*

Conservation / Education / Field Trip / Programs / Hospitality Committee

General Function

This committee combines several similar topic committees and chair positions until we have enough volunteers to break into separate committees. This committee will identify environmental priorities for each year and present to the board. Current activities include:

- 389 Survival By Degrees – new for 2020
- Plants for Birds
- Peregrine Falcons
- Watershed awareness for Urban Youth – continued from 2019
- Presentations to school aged children
- Other environmental education initiatives

Summary of Duties

- Identify and develop an annual project along with audience. This includes developing criteria for evaluating the project before implementation. Maintain awareness of political environmental issues that GVAS needs to advocate for or against and lead those campaigns. *See Conservation / Education Chair position for more details.*
- Coordinate and maintain all Field Trip details including talk track to be used at each field trip, sign-in sheets and check list of what to bring on a field trip. *See Field Trip Chair position for more details.*
- Coordinate and maintain all Program Information meeting details. *See Program Chair position for more details.*
- Hospitality involves greeting new comers at all events. All event leaders must take on this role for their event. This includes actively recruiting through a defined talk track. We questioned whether or not refreshments are needed at public meetings. *See Hospitality Chair position for more details.*